

Charter & Bylaws
National Capital Memorial Advisory Commission

A. DESIGNATION.

The official designation of the committee is the National Capital Memorial Advisory Commission (Commission).

B. PURPOSES.

The purposes of the Commission are as follows:

1. Prepare and recommend to the Secretary of the Interior and the Administrator of General Services, broad criteria, guidelines, and policies and procedures for memorializing persons and events on Federal lands in the District of Columbia and its environs through the media of monuments, memorials, statues and other commemorative works;
2. Examine each memorial proposal for adequacy and appropriateness and make recommendations to Congress with respect to subject matter in conformance with the Commemorative Works Act (40 U.S.C. Chapter 89 et. seq.);
3. Examine each memorial proposal for adequacy and appropriateness, and make recommendations to the Secretary or the Administrator with respect to site location on Federal land in the District of Columbia and its environs;
4. Examine each memorial proposal seeking a site within Area I for appropriateness, and make recommendations to the Secretary or the Administrator with respect to preeminent and lasting historical significance to the Nation; and
5. Serve as an information focal point for those seeking to erect memorials on Federal land in the National Capital Region.

C. DUTIES AND RESPONSIBILITIES.

The duties of the Commission are solely advisory and are as stated in paragraph B, above.

D. MEMBERSHIP.

The Commission shall be composed of eight ex officio members, as follows:

Director, National Park Service; Architect of the Capitol; Chairman, American Battle Monuments Commission; Chairman, National Capital Planning Commission; Chairman, Commission of Fine Arts; Mayor, District of Columbia, Commissioner, Public Buildings Service, General Services Administration; Secretary, Department of Defense

Members on the Commission shall receive no pay, allowances, or benefits by reason of their service on the Commission. The Commission will act and advise by affirmative vote of a majority of the members thereof. Each of the foregoing ex officio members may designate an alternate to attend meetings in his or her place.

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E. ADMINISTRATION

1. CHARTER. This charter shall be kept on file with the official records of the Commission.
2. DESIGNATED FEDERAL OFFICIAL. The Commission reports to the Secretary of the Interior, U.S. Department of Interior, Washington, D.C. 20240. The Director of the National Park Service, or the Director's designee, will serve as the Designated Federal Official (DFO).
3. CHAIRMAN. The Director of the National Park Service, or the Director's designee, shall serve as the Chairman.
4. SUPPORT AND COST. Support for the Commission is provided by the National Park Service, U.S. Department of the Interior. The estimated annual operating cost of the Commission is \$8,400, which includes the cost of two-tenths (0.2) of one (1) work-year of staff support.
5. MEETINGS. The Commission will meet at least twice annually. All meetings of the Commission will be open to the public.
6. FINANCIAL INTERESTS. No Advisory Committee member and no member of any subgroup of this Commission, shall participate in any matter in which the member has a financial interest.
7. FEDERAL ADVISORY COMMITTEE ACT. The Commission is an advisory body composed solely of Federal and elected officials which meets for the purpose of exchanging views, information or advice relating to the management or implementation of Federal programs established pursuant to public law, and, under the terms of the Unfunded Mandates Reform Act, is exempt from the Federal Advisory Committee Act.
8. MANAGEMENT, MEETING AND RECORDKEEPING. Management of the Commission, procedures of Commission meetings and recordkeeping shall be conducted according to 41 C.F.R. Part 102-3, Subparts C and D.

F. DURATION AND DATE OF TERMINATION. In view of the objectives, scope and purposes of the Commission, it will continue unless superseded by an Act of Congress.

G. AUTHORITY. The National Capital Memorial Advisory Commission is established by authority of Public Law 91-383, as superseded by 40 U.S.C. Chapter 89 et. seq. the Commemorative Works Act of 1986 (Public Law 99-652, November 14, 1986, as amended). The terms of this Charter are in effect for the period of November 14, 2011 -November 14, 2012.